



Brunswick Senior Resources, Inc.
Making a Difference

Assistant Center Director

BSRI

P.O. Box 2470

Shallotte, NC 28459

910-754-2300

Job Description for Assistant Center Director

Job Purpose

Assistant Center Directors spend the majority of their time working on programming activities, events and outings. Senior centers require several programs both daily and weekly to be created, planned, organized and implemented. Assistant Center Directors will coordinate with the Center Director, activity instructors and volunteers to ensure all the required staff and materials are available for all activities, a room or space is reserved for the event and any promotional materials are developed and distributed in advance of the programs.

Develop Programming

- Planning, developing, and preparing a variety of exercise, social, recreational and educational events.
- Schedules rooms and space for programs.
- Develops calendar, articles, etc. for monthly newsletter.
- Maintains knowledge of communities, services, and events in the area and incorporates into activity schedule as appropriate.
- Establishes a warm and welcoming atmosphere for participants and staff.
- Assist with overseeing the support staff and volunteers working activities and events.
- Promotes teamwork and positive attitude among the staff and monitors/attends activities with other disciplines as necessary.
- Continually evaluates the quality and consistency of activities for participants and makes adjustments, corrections, and changes as necessary.
- Help train the staff, create teams or groups to work certain events or programs and supervise them during the actual event to ensure they follow all directions and protocols.
- Other duties as assigned

Assistant Center Director

Assistant Center Director Skills

Assistant Center Directors should have a passion for working with and assisting elderly persons as well as strong organizational skills. Positive attitudes and an enthusiasm for the job are important when working with seniors. Assistant Center Directors must have excellent communication skills and the ability to exercise judgment. In addition to these traits, BSRI looks for applicants with the following skillsets.

Proficient computer skills

Knowledge of event planning practices and techniques

Public speaking experience

Knowledge of marketing and promotional practices

Physically able to perform duties such as standing for long periods, squatting, bending and lifting heavy objects

Preferred skills

CPR licensed and first aid training

Certification as an Activities Professional by a recognized accrediting organization

- **Qualifications:**
- - Activity experience with senior population strongly preferred
- -Dependable, self-starter, well-organized
- -Strong oral and written communication skills
- -Comfortable leading group activities and events
- -Requires flexibility in scheduling; must be able to work weekends, holidays, and some evenings
- -Basic computer skills: Excel, Word, Outlook, and Publisher
- -Experience with senior programs a plus
- -Music and/or crafts experience a plus
- -Must possess a valid driver's license and good driving record to occasionally drive a BSRI passenger van
- Job Type: Full-time

Applicants are required to accommodate pre-hire background and drug screening and agree to random drug testing during employment. A valid Drivers License is also required.